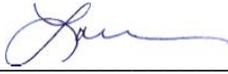
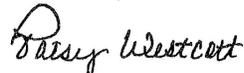


**State of Alaska**  
**Department of Labor and Workforce Development**

<b>Divisions:</b> Alaska Workforce Investment Board (AWIB), Employment and Training Services (DETS), Vocational Rehabilitation (DVR).	<b>Policy:</b> 07-505.1
<b>Subject:</b> Co-enrollment	<b>Pages:</b> 2
<b>Reference:</b> <a href="#">Workforce Innovation and Opportunity Act (WIOA)</a> <a href="#">Public Law 113-128</a> ; <a href="#">20 CFR Chapter V, Employment and Training Administration</a>	<b>Effective:</b> 11/19/2015 <b>Revised:</b> 6/19/2020
<b>Approved:</b>  _____ Louise Dean, Executive Director, AWIB	<u>6/30/2020</u> Date
<b>Approved:</b>  _____ Patsy Westcott, Director, DETS	<u>6/30/2020</u> Date
<b>Approved:</b>  _____ Duane Mayes, Director, DVR	<u>6/30/2020</u> Date

**1. Parties Affected**

This policy applies to the Alaska Workforce Investment Board (AWIB), Division of Employment and Training Services (DETS), and Division of Vocational Rehabilitation (DVR) staff, and to subrecipients of public funds from AWIB/DETS/DVR.

**2. Background**

AWIB, DETS, and DVR are committed to the provision of co-enrollment in order to deliver customer-focused, integrated, and coordinated services. This includes the sharing of relevant customer program information and records such as referral information, assessment results, training plans, progress reports, and job development strategies. Co-enrollment is encouraged to coordinate cohesive and consistent services which complement and strengthen the services offered by each individual program.

**3. Policy**

This policy promotes partnerships to maximize resources, and encourages program staff and subrecipients to develop procedures for co-enrollment of program participants. Co-enrollment, also

known as concurrent enrollment, occurs when a participant is enrolled in programs funded by two or more sources simultaneously. It is appropriate to co-enroll when:

- a) the participant would benefit from services, activities, or funding provided from various funding streams;
- b) the participant meets the respective eligibility requirements of each program and each program is appropriate;
- c) services provided, including assessments, the creation of employability plans, training, job placement assistance, and follow-up employment services, are not duplicated; and
- d) subrecipients and department staff are able to identify and track the funding streams that pay the costs of services provided to program participants.

Program applicants who do not meet the eligibility requirements of a program, or who cannot be served, should be referred for further assessment to a program that meets the skills and needs of the applicant.

#### 4. Responsibilities

AWIB, DETS and DVR staff and subrecipients are responsible for:

- a) identifying and making appropriate participant referrals to internal and partner agencies;
- b) determining eligibility for co-enrollment;
- c) determining and coordinating resources between programs and partner agencies, and communicating about:
  - i. eligibility,
  - ii. mutually agreed upon training and support plans,
  - iii. progress in the programs, and
  - iv. follow-up and placement services;
- d) tracking and monitoring of participant activities and services, placement and follow-up services, and entering these into the appropriate case management system;
- e) developing and implementing policies and procedures for information sharing and maintaining confidential data within the case management records;
- f) providing appropriate referrals to other resources should support be unavailable for a participant due to funding limitations or suitability for publicly funded services;
- g) providing sufficient documentation in the participant case file to support eligibility and need for services provided.

#### 5. Definitions

- a) **Partner agency** is an agency that contributes to the delivery of services to an individual.
- b) **Participant** is an individual who meets eligibility criteria and has been enrolled in a program.
- c) **Referral** is an act of referring an individual to a partner program for consultation, review, or further action.